

**New Employee Orientation
Day One Agenda Cont.**

3:15 Employee Benefits Part I

Employee Wellness
Retirement
Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
Flexible Spending
Deferred Compensation
Parking

5:00 Dismiss

**New Employee Orientation
PSU Computer Lab
Day Two Agenda**

8:00 Welcome to Training

8:15 Substance Abuse Policy

9:15 Kronos Timekeeping

9:45 Break

10:00 Employee Self-Serve

10:30 Benefits Part II: Benefits Enrollment

12:00 Talent Management

1:00 Dismiss



MISSION STATEMENT

We, the employees of the City of Albuquerque, pledge to provide our citizens with courteous, efficient and timely professional service.

As guardians for future generations, we will work to create a safe and sustainable community in which we and our children enjoy adequate water resources, a clean environment, good health, transportation, recreation and other services intended to improve and enhance the quality of life within our city.



Welcome to CABQ New Employee Orientation

"One City, One Team"



City Hall 400 Marquette NW, ABQ 87103

New Employee Orientation Day One Agenda

- 8:00 Sign In
- 8:30 Introduction and Welcome
- 9:00 Getting to know CABQ
Organizational Structure
Values
Rules and Regulations
Code of Conduct
Terms of Employment –
Probation
Leave and FMLA
Performance
- 10:30 Break
- 10:45 Office of Inspector General
- 11:15 Security
Safety Video
Parking
Badges
- 12:30 Break for Lunch on your own
- 1:30 CABQ Risk Management
Understanding risk /
coverage
Employee Assistance
Program
- 2:30 Human Rights and ADA
Diversity
Discrimination
Service Animals
ADA
- 3:00 Break



City of Albuquerque Values

- ◇ Service
- ◇ Excellence
- ◇ Integrity
- ◇ Ethical Conduct
- ◇ Environmental Sustainability

Important Phone Numbers

Human Resources:	768-3700
Benefits:	768-3758
Central Payroll:	768-3441
Parking:	924-3950
Security:	768-3636
PSU:	768-3200
Inspector General:	768-3150
Employee Health:	768-4630
Employee Assistance:	768-4613
Risk:	768-3080
DTI Help Desk:	768-2930
City Operator	311

Employee Dashboard

CITY OF ALBUQUERQUE WEB SITE:

WWW.CABQ.GOV

EMPLOYEE SELF SERVE:

[HTTP://EMPLOYEE.CABQ.GOV/](http://EMPLOYEE.CABQ.GOV/)

KRONOS TIMEKEEPING:

[HTTP://KRONOS.CABQ.GOV/](http://KRONOS.CABQ.GOV/)

CITY EWEB BULLETIN BOARD:

[HTTP://EWEB.CABQ.GOV](http://EWEB.CABQ.GOV)

CHECKING EMAIL FROM HOME:

WEBMAIL.CABQ.GOV

NEW EMPLOYEE ORIENTATION WEBSITE:

WWW.CABQ.GOV/NEO

PUBLIC SERVICE UNIVERSITY WEBSITE:

WWW.CABQ.GOV/PSU

